

POSITION GUIDE
NONAPPROPRIATED FUNDS

JOB NUMBER
FLSA:

TITLE: Assistant Hotel Manager

PAY PLAN/SERIES/LEVEL - NF-1173-4

MAJOR DUTY DESCRIPTION:

Serves as an assistant to the hotel manager with responsibility for a lodging property having in excess of 600 rooms. Ensures the overall success of the hotel by meeting or exceeding planned objectives and by executing planning functions that meet guest expectations through high quality standards. Manages all departments in accordance with Army Lodging Standards and other regulatory guidance and internal controls. Implements overall plans and procedures for facility administration, operations, and quality assurance and force protection/security/contingency plans. Evaluates management, maintenance, and operating cost to determine the most efficient and economic service possible. Establishes operational policy in all areas of the facility. Effects changes in policy and procedures, and provides guidance, direction, and control of hotel operations to achieve program objectives. Implements and maintains responsibility for execution of the five-year capital expenditure budget, and annual operating budget as a function of requirements balanced against available cash flows.

Supervises subordinate supervisors.

QUALIFICATION REQUIREMENTS:

A combination of experience and education is required. Must have a minimum three years of experience of the type described above managing in the field of hotel management. A two-year associate degree in hospitality management or business administration, and possession of a certification as a departmental manager (examples are CHS (Certified Hospitality Supervisor), CRDE (Certified Rooms Division Executive) or (Certified Lodging Manager) is required to meet the educational requirement. Candidates who do not meet the three years of work experience may qualify by having one year of work experience and a baccalaureate with major in a hospitality or business field.

A National Agency Check is required.